

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Environmental Compliance Specialist	Job Family: 3
General Classification: Front-Line	Job Grade: 24

Definition: To perform professional and technical work relating to regulatory programs and environmental monitoring; and other projects as they relate to achieving and sustaining compliance with laws, regulations and permits.

Distinguishing Characteristics: This position performs a variety of administrative, engineering and technical duties relating to environmental and regulatory management activities. The exercise of independent judgment is oftentimes used. Receives direction from higher-level professional engineering staff. May exercise technical supervision over less experienced and/or technical staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Verify and ensure City compliance with environmental regulations and permits.
2. Participate in the development and installation of new or revised environmental programs, systems and procedures; update and revise procedures.
3. Coordinate, plan and schedule postclosure maintenance crews and consultants to meet regulatory required program schedules.
4. Investigate field programs affecting areas of responsibility; resolve problems or seek direction.
5. Coordinate the development, design and construction of a variety of postclosure projects.
6. Develop Geographic Information Systems (GIS) map and database of postclosure landfill facilities and systems.
7. Research and prepare a variety of technical and administrative reports. Assist project engineers to prepare plans, specifications and contract documents.
8. Coordinate program activities with other City departments, divisions and sections and with outside agencies.

Position Title: Environmental Compliance Specialist

Page 2

9. Administer contracts; coordinate and review the work of outside consultants and contractors; review and recommend payments and billing for contracted services related to assigned projects; negotiate prices and schedules, as necessary.
10. Establish and maintain effective working relationships with a variety of people including consultants, contractors, regulatory agencies and City staff.
11. Perform related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of environmental compliance as applied to landfill postclosure operations and systems; relevant laws and regulatory codes, permitting and testing; methods, materials, tools and equipment used in construction activities; basic laboratory practices relating to water and air quality testing; principles and practices of basic mathematical and engineering calculations; applicable computer software related to AutoCAD, GIS and database management; and principles of contract management.

Ability to: Coordinate and prepare a variety of technical reports and environmental testing activities; prepare drawings using GIS systems; prepare specifications, plans and contract documents; oversee the work of consultants and contractors; analyze and interpret environmental regulations and requirements; communicate effectively both orally and in writing; establish and maintain effective working relationships with City staff, consultants, contractors, engineers, inspectors and the general public.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Three years of increasingly responsible paraprofessional engineering experience. Experience in regulatory mandated environmental programs and/or landfill postclosure activities is highly desirable; and the equivalent to the completion of the 12th grade supplemented by college-level coursework in engineering, environmental management or a related field.

Required Licenses or Certificates: Possession of or ability to obtain a valid California's driver's license.

Established August 25, 2000

Revised August 29, 2001

Position Title: Environmental Compliance Specialist

Page 3

CLASS SPECS

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